



# CAREER OPPORTUNITY

**CITY OF LA HABRA, CALIFORNIA**  
**HUMAN RESOURCES DEPARTMENT \* P.O. BOX 337 \* 90631**  
**201 E. LA HABRA BLVD. \* LA HABRA, CA \* (562) 383-4000**

## **CIVIC CENTER**

### **Animal Control Officer (Part-Time)** **\$16.75/hr. - \$19.75/hr.**

The City of La Habra is recruiting to fill the position of two part-time Animal Control Officers and to establish an eligibility list for future openings. The days and hours of work vary and are approximately 20 - 25 hours per week. The City may elect, at some point in the future, to contract out Animal Control services at which time these part-time positions may be discontinued.

#### **Definition:**

Under general supervision, performs a variety of duties involved in the enforcement of state laws, city ordinances, and municipal codes and regulations relating to animal control including licensing, impounding, treatment and disposal of animals and other related duties, as required.

#### **Typical Tasks:**

- Communicate clearly and concisely, both orally and in writing.
- Patrol City for stray animals and respond to calls for service.
- Accept stray or dead animals for impound or disposal.
- Receive and investigate complaints and reports concerning strays, dangerous, abandoned, abused or diseased animals.
- Respond to emergency and problem situations in an effective manner.
- Analyze situations and adopt quick, calm, effective and reasonable courses of action.
- Deal constructively with conflict and develop effective resolutions.
- Recall faces, names, and details of incidents.
- Quarantine potentially rabid animals.
- Euthanize animals, when necessary.
- Issue citations for violations of relevant state laws and municipal ordinances.
- Maintain accurate records of calls for service, animals picked up, impounded, or returned to owner.

- Understand, apply, and explain relevant state laws and municipal ordinances.
- Safely operate trucks with restricted rear vision.
- Operate a radio and remember codes.
- Operate a computer and a variety of office equipment.
- Prepare reports and correspondence.
- Perform other related duties as required.

### **Qualifying Knowledge, Skills and Abilities:**

Knowledge of basic laws and regulations governing the licensing, quarantining, impounding, care and destruction of animals; working knowledge of the handling and routine care of domestic and wild animals; methods and techniques of animal capture and impoundment; animal types/breed and behavior patterns; knowledge of the symptoms of animal illnesses and diseases; ability to keep records and prepare reports; ability to develop and maintain effective public relations.

### **Training and Experience:**

Any combination of education and experience that provides the qualifying knowledge, skills and abilities.

### **Physical Requirements:**

Position requires frequent stooping, bending, lifting up to fifty pounds, and the ability to work in a variety of weather conditions.

### **Special Requirements:**

Must be available to work day and evening hours, including weekends and holidays, and available for callouts, as needed.

### **Certificates or Licenses:**

Position requires a valid California Class C driver's license and satisfactory driving record. Completion of PC 832, Arrest Search & Seizure, within one year of employment.

### **Application Procedure:**

Applications are available in the Human Resources Department or may be downloaded from the City's website at [www.lahabracaca.gov](http://www.lahabracaca.gov). **Applications will be accepted until the position is filled.** Applications will be screened and those applicants deemed best qualified will be invited for an oral interview. The final candidate must successfully complete a drug screening, polygraph, background investigation, employment history verification and DMV check. All new employees will be fingerprinted for a criminal history check with the Department of Justice.

If an accommodation is needed during the interviewing or testing process, please notify the Human Resources Department at least five days in advance of your scheduled appointment so that we may be able to provide a reasonable accommodation.

*This bulletin is not a contract, neither expressed nor implied.  
Any provision herein may be modified or revoked.*

REVISED: 9/15/2014